

Cityscape

Sam Mann Cityscape Project Group Management Plan

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Jun Cui
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Version: 1.0



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Team management agreement

Team configuration and management

Project client: Sam Mann	smann@tekotago.ac.nz
Project supervisor: Sam Mann	smann@tekotago.ac.nz
Project team leader: Trevor Farquharson	farqutp1@student.op.ac.nz
Project team members: Jun Cui	juncui86@gmail.com
Gareth Dorset	gazza.nz.07@gmail.com

Communication plan:

Our group will meet on Mon 9am-12pm, Wed 9am-3pm, Fri 1pm-5pm.

We will have daily scrum meetings.

Trevor Farquharson will communicate with the project supervisor and client, if Trevor is unable to communicate, Gareth Dorset will communicate with the project supervisor and client.

Project standards and procedures:

The style of this document will be formal. The font of the entire document will be Times New Roman, size 10pt.

Sam Mann will be checking the standard of the final product.

Version control will be following the format of the agile methodology with three iterations to be delivered over the course of the project.

Deadlines will be met by having daily scrum meetings to ensure the work required is being accomplished and if any problems arise they can be worked through in a timely manner.

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Management Strategies

* Conflict, disagreement or any action that may jeopardise the project will be resolved by the following process. First, contacting all members within the group and any external parties that may be associated with the project, to organise a meeting to openly discuss the issue. Second, should one of the people not be contactable then Sam Mann or Hamish Smith will be asked to try further avenues of contact and be guided by their findings and suggestions. Third, once the meeting has been conducted and a satisfactory resolution not been reached, then a senior member of staff will be called upon to give additional advice.

* Loss of essential electronic files will be mitigated by placing working documents on the wiki we have created. All team members will have copies of any digital files generated during the development process.

* Any paper based work will be scanned into Trevor Farquharsons home computer and uploaded to the wiki.

Research Disclaimer

“All members of this group are aware that our experiences in undergoing this project may be used in research into teaching methods for software engineering. We understand that identities will be confidential and that taking part in this research is entirely voluntary and will not affect in any way how we are treated by the lecturers in this course”.

Otago Polytechnic Disclaimer

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